Jefferson Lab

BUSINESS MEALS AND REFRESHMENT EXPENSE APPROVAL FORM

CONTACT/COORDINATOR: _____
(Must be JSA employee)
DEPARTMENT: _____

PHONE: _____ **EMAIL:** _____

EVENT INFO

TITLE: _____

_____

LOCATION: _____

_____

ESTIMATED NUMBER OF ATTENDEES: _____

DATE(S): _____

START TIME: _____

END TIME: _____

PROJECT CODES & ESTIMATED BUDGETS FOR COST ALLOCATION:

PROJ: _____ ORG: _____

ESTIMATED BUDGET: _____

PROJ: _____ ORG: _____

ESTIMATED BUDGET: _____

PROJ: _____ ORG: _____

ESTIMATED BUDGET: _____

TOTAL ESTIMATED EVENT BUDGET: $ 0.00

MEETING OBJECTIVE

(Must satisfy one of the criteria in Table A on back)

TABLE A – BUSINESS MEAL/REFRESHMENT PURPOSE & CHARGING

Refer to JSA Admin Manual, 104.D: Meetings and Conferences, Business Meals and Refreshments

LABORATORY OBJECTIVE	CHARGED TO
The exchange of scientific, technical, or business information between and among employees of JSA and its member institutions, facility users, members of the scientific community, external advisors, the Department of Energy (DOE), or other agencies as invited by the DOE (Ex. DOE S&T Review or Operations reviews).	The direct or indirect (allowable) project number deriving the maximum benefit from the meeting or conference.
Recognize outstanding employee accomplishments, or improve employer-employee communications. Such meetings must be (i) open to all employees, (ii) employees of a Division, or (iii) a group or team selected or invited by the Laboratory Director (ex., Service award ceremonies or Lab Strategic Planning, etc.).	The indirect (allowable) project number deriving the maximum benefit from the meeting or conference.
Entertainment or any social gathering that does not clearly qualify under either of the foregoing objectives (ex. Social gatherings/receptions, retirements, picnics, annual holiday party, etc.).	The discretionary (unallowable) project number that derives maximum benefit from the meeting or conference.

Additional Documentation

If this event in any way uses contract funds, ensure that event services also has a final copy of:

- ○ The event agenda
- ○ A complete list of attendees

Events with Alcohol

If this event in any way uses alcohol at an after-hours reception/dinner:

- ○ The Agenda needs to specify that the after-hour event is a "Social" or "Networking Social"
- ○ Two drink tickets per guest will be provided per person to redeem at bar for an alcoholic beverage
- ○ Meeting organizers are responsible for after-hours admission or guest participation
- ○ For all events that provide alcohol, participants must wear event name tags provided by Event Services.
- ○ A ribbon on the name tag will indicate guest have registered for the reception.

All after hours event registration costs for all Jefferson Lab employees and users, as well as any outside guest paid for through internal transfer, will use the host department's discretionary budget.

APPROVALS

EVENT CHAIR: _____ _____ _____

NAME (Please Print) SIGNATURE DATE

ASSOCIATE DIRECTOR OR LAB DIRECTOR: _____ _____ _____

NAME (Please Print) SIGNATURE DATE

EVENT SERVICES: _____ _____ _____

NAME (Please Print) SIGNATURE DATE